

FINDING SOLE PROPRIETORSHIP VENDORS

Small businesses owned by individuals or parent companies can sometimes be hard to find in the vendor database. If Vendor Registry sets up the vendor under the business name, the State may not be in compliance with 1099 reporting, because the IRS shows that income to this business is reported under the owner's name and/or social security number.

If Vendor Registry complies with the IRS rules and sets up the vendor under the owner's name, AP users may have a hard time finding the vendor if they only know the business name.

To satisfy both AP users and the IRS, Vendor Registry has started to use other name fields and special addresses for 1099 reporting (see [Name 2 and Alternate Names](#)).

To find the correct vendor for you to use, try the following search methods.

In Voucher:

Short Name = First primary word of business name

Name 1 = Name of business

Using Query Viewer:

NDS_VNDR_ALT_NAME - Enter primary word of owner's name in ALL CAPS, and surrounded by percentage signs (%).

Example, entering %HENDRICKSON% would show all vendors (but not employees) with the name Hendrickson as Name 1, Name 2, or Alternate Name 1 and Name 2.

This query helps when you know the owner's name, but not the business.